

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2001 - JUNE 30, 2002**

COUNTY OF SAN DIEGO
CLERK OF SUPERVISORS
777 JUL 23 AM 10:54

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Office of Trade and Business Development

Division/Unit: Land Use and Environment Group

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	9	Hours	877	X	\$16.05	=	\$14,075.85
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Types of work performed by GENERAL VOLUNTEERS in this category:

Answer phones, general clerical work, mass mailouts, convert files into mailing labels, fold letters/flyers, fax, phone calls, research projects, write articles for newsletters, create brochures, flyers and booklets for OTBD.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	0	Hours	0	X	\$16.05	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

None.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

Position	Hours	X	VCL	=	Dollar Benefit
					Cannot Quantify
<u>19</u>	<u>582</u>		<u>\$100.00</u>		<u>\$58,200.00</u>
<u> </u>	<u> </u>		<u> </u>		<u>\$0.00</u>

Types of work performed by SPECIALIZED VOLUNTEERS in this category:
Economic Data Analysis, Scientific Research, Business Input, and Ordinance
Review. The hourly rate for these people is unattainable, they are world renowned
scientists, CEO's, and President's of large businesses.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>9</u>	<u>877</u>	<u>\$14,076</u>
<u>0</u>	<u>0</u>	<u>\$0</u>
<u>19</u>	<u>582</u>	<u>\$58,200</u>

TOTALS:	28	Total Hours	1459	Total Value	\$72,275.85
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: None Value:

Item Donated: Value:

Item Donated: Value:

Item Donated: Value:

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours	40	X	Rate	\$15.43	\$617.20
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b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, statistics, job description preparation, volunteer placement, recognition, etc.)

See Supplemental Page

Hours		X	Rate	\$9,852.29
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c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : Copies, postage, mileage, parking Cost: \$814.15

Item : _____ Cost: _____

Item : _____ Cost: _____

TOTAL OF OTHER PROGRAM COSTS =

\$814.15

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$11,283.64

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d **\$72,275.85**

b. Total of Donations to Volunteer Program, Item 3 **\$0.00**

c. Subtract Total of program Costs, Item 4d **\$11,283.64**

TOTAL PROGRAM BENEFIT:

\$60,992.21

6. **RECRUITING:**

Please describe your recruiting programs:

Use existing volunteers to recommend new volunteers. Send recruitment letters to
all colleges & universities with San Diego County, and list on their web sites.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Task Force Reception, and Board Proclamation.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2002-03:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals: Train & work with 6 interns on answering
phones, general clerical work, mass mailouts, convert files into mailing labels, merge letters, fax,
phone calls, research projects, write articles for newsletters, create brochures, flyers, & booklets
for OTBD. Recruitment through letters to universities, & MonsterTrak. Review County
Ordinances, Water Issues, CEDS Report done.

9. **GENERAL INFORMATION:**

Name of person completing report: Cheryl A. Wahlin

Phone: 858-495-5494 Mail Stop: O-227 E-Mail: cheryl.wahlin@sdcounty.ca.gov

Volunteer Coordinator: Cheryl A. Wahlin

Phone: 858-495-5494 Mail Stop: O-227 E-Mail: same

10. **DEPARTMENT CERTIFICATION:**

DEPARTMENT HEAD SIGNATURE

7/19/02
DATE

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Name of person completing report:

Cheryl A. Wahlin

Phone:

858-495-5494

Mail Stop:

O-227

E-Mail:

cheryl.wahlin@sdcounty.ca.gov

Volunteer Coordinator:

Cheryl A. Wahlin

Phone:

858-495-5494

Mail Stop:

O-227

E-Mail:

same

10. **DEPARTMENT CERTIFICATION:**


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- b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Sunset Advisory Board					
Hours	30	X	Rate	\$25.46	\$763.80
Hours	10	X	Rate	\$37.71	\$377.10
Hours	2	X	Rate	\$24.76	\$49.52
Science Advisory Board					
Hours	45	X	Rate	\$24.00	\$1,080.00
Hours	20	X	Rate	\$37.71	\$754.20
Hours	15	X	Rate	\$10.53	\$157.95
Regional Economic Task Force					
Hours	127	X	Rate	\$27.45	\$3,486.15
Hours	10	X	Rate	\$37.71	\$377.10
Hours	2	X	Rate	\$24.76	\$49.52
Comprehensive Economic Development Strategy Committee					
Hours	95	X	Rate	\$25.46	\$2,418.70
Hours	7	X	Rate	\$37.71	\$263.97
Hours	3	X	Rate	\$24.76	\$74.28
					#####
					\$9,852.29

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Sunset Advisory Board

Hours 30 X Rate \$25.46

\$763.80

Hours 10 X Rate \$37.71

\$377.10

Hours 2 X Rate \$24.76

\$49.52

Science Advisory Board

Hours 45 X Rate \$24.00

\$1,080.00

Hours 20 X Rate \$37.71

\$754.20

Hours 15 X Rate \$10.53

\$157.95

Regional Economic Task Force

Hours 127 X Rate \$27.45

\$3,486.15

Hours 10 X Rate \$37.71

\$377.10

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\$49.52

Comprehensive Economic Development Strategy Committee

Hours 95 X Rate \$25.46

\$2,418.70

Hours 7 X Rate \$37.71

\$263.97

Hours 3 X Rate \$24.76

\$74.28

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\$9,852.29